



**The Ohio State University  
College of Biological Sciences  
Chemical Hygiene Plan**

**CHEMICAL HYGIENE PLAN USER'S GUIDE AND INSTRUCTIONS**

This Chemical Hygiene Plan (CHP) has been written for use by all University laboratories. The CHP contains information that is generic in nature in that it is applicable to most laboratory situations on campus. However, it is recognized that there are unique physical, chemical and administrative concerns associated with every laboratory that need to be addressed. Provisions for these concerns have been included in this document in the form of blank spaces and appendices. This document will meet the CHP requirement for your laboratory when the following items are completed:

Section	Information Required
Title Page	Enter the names of the Department, Laboratory Supervisor, Laboratory Location and Person making amendments to the plan as directed on the Title Page.
4.0	Enter the name of Chemical Hygiene Officer (or Chairman of Chemical Hygiene Committee).
4.0	Enter the names of Laboratory Inspection Team members as necessary.
6.2.1	Enter the room number and building name where the laboratory hazardous chemical inventory will be kept.
6.2.1	Complete Hazardous Chemical Inventory - see Appendix A.
11.1	Include department name / floor plans indicating locations of emergency equipment as Appendix I.
12.0	Include laboratory specific standard operating procedures.
12.4	Include a list of the names, addresses, and phone numbers of people to be notified in case of an emergency.
14.0	Training for personnel must be provided and documented.
14.2.1	Enter the room number and building name where laboratory or department reference material(s) can be found.
14.2.2	Enter the room number and building name where MSDS files will be maintained.
16.2.2	Enter name of the person responsible for ventilation evaluation for the laboratory.
16.4	Include ventilation failure procedures.
18.1	Include a list of Designated Areas approved for specific chemical classes.
18.2	Include a list of chemicals requiring prior approval for use.

In addition, it is recommended that each administrative unit (i.e., laboratory, department, or college ) establish some form of review method (i.e., safety or CHP review committee) to ensure that the information contained in the final chemical hygiene plan for the administrative unit is correct, applicable, and enforceable.